

## TECHNOLOGY PLAN DEVELOPMENT TIMELINE

START DATE	PLANNING TOPICS AND TASKS	COMPLETION DATA
	Select committee members	
	Schedule meeting times and places	
	Meet and lay groundwork	
	Develop mission statement	
	Assess current technology	
	Conduct needs assessment	
	Analyze data and make recommendations	
	Establish goals and objectives	
	Develop a technology action plan	
	Plan implementation schedule	
	Establish evaluation methods	
	Secure funding options	
	Submit final draft for internal review	
	Finalize the plan	
	Get approved by the local school board	
	Submit the plan for state approval	